

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING**  
**August 26, 2021**

**PRESENT:** Bev Bartlett, Dennis Rader, Randy Johnson, Eileen Littig, Pat Lassila, Amy Barhite

**EXCUSED:** Debi Lundberg, Michael Conley-Kuhagen, Amy Payne, Mary Derginer, Bob Johnson, Megan Borchardt

**ALSO PRESENT:** Devon Christianson, Christel Giesen, Robin VanRemortel, Kristin Willems, Barb Michaels, Wendy Mallo, Ker Vang

The meeting was called to order by Chairperson Johnson at 8:36 a.m.

**PLEDGE OF ALLEGIANCE:**

**INTRODUCTIONS:**

**ADOPTIONS OF AGENDA:**

**APPROVAL OF MINUTES OF REGULAR MEETING OF July 8, 2021:**

Ms. Littig/Ms. Bartlett moved to approve the minutes for the July 8, 2021 Meeting. **MOTION CARRIED with no negative vote.**

**COMMENTS FROM THE PUBLIC:**

**REVIEW 2020 AUDIT – WENDY MALLO, CPA MANAGER WITH CLIFTON, LARSON, ALLEN:**

Ms. Mallo auditor at Clifton Larson Allen referred to the 2020 Audit report and reviewed the highlights from the ADRC 2020 annual audit. Ms. Mallo reported there were no deficiencies or efficiencies to report and no recommendations to the ADRC.

Mr. Rader/Ms. Littig moved to receive the 2020 Annual ADRC Audit report and place on file. **MOTION CARRIED with no negative vote.**

**ADRC BY-LAWS REVIEW & UPDATE:**

**A. CONSIDERATION OF DEFINITION OF PRESENT FOR VOTING:**

Ms. Bartlett/Ms. Lassila moved to amend ADRC by-laws to include caregivers throughout the document and consider board members attending meetings virtually as present allowing them to vote/take action during meetings. **MOTION CARRIED with no negative vote.**

**DIRECTORS REPORT:**

**A. POSITION/STRUCTURE CHANGES-GROUNDED CAFÉ':**

Ms. Christianson shared that because of staff vacancy in the Grounded Café, Ms. Christianson used the opportunity to restructure 2 Grounded Café' Lead positions to 1 FTE Café Lead and two .5 FTE Grounded Café' Specialists. This restructure will allow for more Café coverage during the week and on Saturdays during the Farmers Market.

Ms. Littig/Ms. Lassila moved to approve Grounded Café restructure to include 1 FTE Grounded Café' Lead and two .5 FTE Grounded Café' Specialist positions. **MOTION CARRIED with no negative vote.**

**B. APPROVE NET ASSETS FOR FINANCE COORDINATOR REPLACEMENT:**

Ms. Christianson explained that the current Finance Coordinator has given notice that she will resign her position as of 12/31/2021. Ms. Christianson shared that it has become clear that the accounting team will need

to transition to new accounting software in order to create efficiencies and set up the next Finance Coordinator for success in the role. The plan is to train the current Staff Accountant on the new software which will provide cross-training and support for the new Finance Coordinator. Ms. Christianson is requesting up to \$50000.00 be used from Net Assets to possibly contract for temporary help while staff is trained or for overtime for current staff to train and continue with position requirements.

Ms. Littig/Ms. Bartlett moved to approve the use of up to \$50000.00 from Net Assets for transition and training of accounting software. **MOTION CARRIED with no negative vote.**

**C. PARKLET GRANT AND MURAL UPDATE-DEDICATION SEPTEMBER 18, 2021:**

Ms. Christianson shared that the ADRC was awarded \$5000 grant to create a parklet outside the ADRC on Adams Street. Ms. Christianson shared that the cost will be about \$12000. Ms. Christianson shared that the ADRC has received more donations for the Mural project than anticipated. Ms. Christianson shared the board has already approved dollars to be used for the Mural Project and asked the Board to approve flexibility in using those dollars for either the Mural or the Parklet as needed.

Ms. Bartlett/Ms. Littig moved to approve flexibility in using approved Mural project funds for the Parklet as well. **MOTION CARRIED with no negative vote.**

**D. PHASE-IN PLAN- INFORMATION TO CONSIDER:**

Ms. Christianson shared the latest information/data regarding the Covid 19 pandemic and recent upward spike of Delta Variant in Brown County. Ms. Christianson shared that social distancing was the most effective plan to avoid staff quarantine. The ADRC has decided to stop office sharing and is holding virtual meetings whenever possible.

Mr. Rader/Ms. Barhite moved to approve remaining at Phase 3 of the ADRC Phase-In Plan, requiring staff to wear masks in all areas of building except for when alone in their offices. **MOTION CARRIED with no negative vote.**

**E. ADRC 3-YEAR AGING PLAN DRAFT:**

Ms. Christianson presented the 2022-2025 DRAFT Aging Plan and shared a staff began work in December 2020 to gather community input and create and write the plan. Ms. Christianson shared that the ADRC Coordinators created the goals for the plan. Ms. Christianson thanked the ADRC staff for their contribution to completing the plan. Ms. Christianson shared next steps will be to have public hearings to receive input from the community.

Mr. Rader/Ms. Littig moved to receive and place on file the ADRC 3-Year Aging Plan DRAFT. **MOTION CARRIED with no negative vote.**

**STAFF REPORT: BARB MICHAELS PREVENTION COORDINATOR:**

Ms. Michaels shared successful programs and initiatives including Time Slips Community art project where artists created a piece of art from stories shared by older adults over 8 weeks and the EMS referral process for falls prevention is being looked at for broader use state-wide. Ms. Michaels shared challenges including technology and equipment issues and recruiting volunteers willing to deliver prevention education both virtually and in-person.

**ANNOUNCEMENTS/LEGISLATIVE UPDATES:**

**Annual Report:**

Ms. Christianson referred to the Annual Report handout that reports ADRC highlights from 2020.

**NEXT MEETING** – September 23, 2021 at 8:30 AM. VIRTUAL

**ADJOURN:**

Ms. Lassila/Ms. Barhite moved to adjourn the meeting. **MOTION CARRIED with no negative vote.**

The meeting adjourned at 10:31 a.m.

Respectfully Submitted,  
Kristin Willems,  
Administrative Services Coordinator